The meeting commenced at 6:30 P.M.

In the absence of Geoff Rae, General Manager, Tom Beaubiah, Manager, Conservation Lands, acted as General Manager for the purpose of the Full Authority meeting.

The Chair welcomed everyone to the meeting and suggested staff introduce themselves. He expressed thanks for their continued role in support for the items presented at each Board meeting.

1. **ROLL CALL**

   There were twelve (12) members present.
2. APPROVAL OF AGENDA

Moved by: Claire Gunnewiek
Seconded by: Gary Oosterhof

THAT the agenda be APPROVED as circulated.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

There were none.

4. DELEGATION/PRESENTATION

4.1. Recognition of Cataraqui Region Conservation Authority staff years of service

Bert Herfst, Personnel Committee Chair, recognized the following staff members for their years of service:

10-years:

- Richard Horton, Supervisor, Operations and Maintenance
- Jason Hynes, Coordinator, Operations Planning
- Erin Oogarah, GIS Analyst
- Andrew Schmidt, Supervisor Development Review

5-years:

- Michael Dakin, Resource Planner
- Shawn Fairbank, Technologist, Water Resources

Mr. Herfst acknowledged that the great work staff do makes it easy for the Board Members to execute their mandate. The staff being recognized then assembled for a group photo with Mr. Herfst and Mr. Revill, CRCA Chair.
4.2. **2017 Year-in-Review highlights/accomplishments**

Senior Management presented highlights and accomplishments from 2017 *(Attachment #1).*

**Resolution:** 017-18  
Moved by: Bert Herfst  
Seconded by: Laura Turner

THAT Cataraqui Region Conservation Authority RECEIVE staff’s presentation 2017 Year-in-Review highlights/accomplishments.

CARRIED

5. **APPROVAL OF PREVIOUS MINUTES**

5.1. Minutes of January 24, 2018  
Moved by: Kevin George  
Seconded by: Alan Barton

THAT the minutes of the January 24, 2018 annual general meeting of Cataraqui Region Conservation Authority, BE APPROVED.

CARRIED

6. **BUSINESS ARISING**

It was noted that future minutes reflect information provided by delegations, especially when there is no presentation or report sent out with the agenda. The Assistant, Chair and General Manager, indicated she would capture details in future.

The following points are provided from the delegation/presentation by Mr. Al Whitlam on Wiltse Creek at the January 24, 2018 Full Authority Board meeting:

- There is a blockage at the outlet of Wiltse Creek near Gananoque Lake and the Creek does not appear to flow properly as a result
• Concerned with stagnant water in the Black Creek (Smith-Bolger municipal drain) and Wiltse Creek due to inadequate drainage maintenance
• Contends that drainage work in municipal drain not completed adequately and has been ignored
• Problem has gotten worse over time
• Concerned with flooding in the area, water quality and ecological degradation in Wiltse Creek marsh as a result of the drainage issue (e.g. reduced muskrat population, presence of European Common Reed (*Phragmites australis* subsp. *australis* – an invasive species)
• Also concerned with a drainage issue on Eden Grove Road having to do with water flow over an oil pipeline and the potential hazards or environmental damages that occur should a leak or failure occur.
• Mr. Whitlam, along with OFA members, wish to see action taken by responsible agencies
• Spoke about a 2011 Queen’s University student study that proposed potential harvesting of cattail mats at the outlet of Wiltse Creek
• Discussed the use of agricultural buffers in the Province of Manitoba as potential part of the solution
• Discussed Conservation Authority involvement in drainage work in other jurisdictions in Ontario

7. ITEMS FOR CONSIDERATION


Resolution: 018-18
Moved by: Jim Garrah
Seconded by: Laura Turner

 THAT report IR-021-18, Mac Johnson Wildlife Area – Nature Centre Update, BE RECEIVED.

CARRIED
7.2. Parrott’s Bay Conservation Area Trail Washout Repairs (report IR-022-18)

Resolution: 019-18
Moved by: Bert Herfst
Seconded by: Lisa Osanic

THAT report IR-022-18, Parrot’s Bay Conservation Area Trail Washout Repairs, BE RECEIVED.

CARRIED

7.3. Cabinscape – Cataraqui Trail Use (report IR-023-18)

Resolution: 020-18
Moved by: Laura Turner
Seconded by: Sandy Hay

THAT Report IR-023-18, Cabinscape – Cataraqui Trail Use, BE RECEIVED; and,

THAT Cataraqui Region Conservation Authority staff BE DIRECTED to investigate partnership opportunities to place cabins on the Cataraqui Trail.

CARRIED

8. MINUTES

There were none.
9. COMMITTEE REPORTS

9.1. Report from Administration Facility Committee (report IR-029-18)

Resolution: 021-18
Moved by: Bert Herfst
Seconded by: Sandy Hay

THAT report IR-029-18, Report from Administration Facility Committee meeting of February 9, 2018, BE RECEIVED.

CARRIED

10. ANNOUNCEMENTS OR INQUIRIES/INFORMATION

10.1. Report on Communications (Report IR-024-18)

Resolution: 022-18
Moved by: Jim Garrah
Seconded by: Lisa Osanic

THAT report IR-024-18, Report on Communications, BE RECEIVED.

CARRIED

Additional Announcements:

- CRCA Maple Madness at Little Cataraqui Creek Conservation Area running from Saturday, March 10 through Sunday, March 18 and March 24, 25, 30 to April 1, 2018.

- Township of Leeds and the Thousand Islands Tapping Out Party being held on Saturday, March 3, 2018 from 1:00-4:00 P.M. at 354 Sand Bay Road, Lansdowne.
CRCA Well and Septic Workshop, Tuesday, April 17, 2018 from 6:30-9:30 P.M. at the Lansdowne Community Hall, 1 Jessie Street, Lansdowne. Registration deadline is April 9th.

11. MOTIONS/NOTICES OF MOTIONS

There were none.

12. IN CAMERA SESSION

Resolution: 023-18
Moved by: Jim Garrah
Seconded by: Kevin George

THAT the Full Authority move IN CAMERA to discuss legal, property and personnel matters.

CARRIED

Resolution: 024-18
Moved by: Bert Herfst
Seconded by: Sandy Hay

THAT the Full Authority move out of IN CAMERA and report.

CARRIED

Resolution: 025-18
Moved by: Kevin George
Seconded by: Al Hanes

THAT Cataraqui Region Conservation Authority AUTHORIZE staff to pursue items of action as discussed at the IN CAMERA session on February 28, 2018.

CARRIED
13. ADJOURNMENT

The meeting adjourned at 9:10 P.M. on a motion by Kevin George, seconded by Laura Turner.

Tom Beaubiah, Manager,
Conservation Lands

Alan Revill
Chair
Reflections on 2017

Year In Review - February 28, 2018
• 11 watersheds across 11 municipalities
• 3,500 km$^2$
• 180+ Lakes
• Over 40 properties (4,000 Ha) under ownership
• 6 developed Conservation Areas
• Boat ramps, water access points
• 10 Water Control Structures
• Flood forecasting and warning
• Drinking Water Source Protection, Watershed Science
• Development Review
• Conservation Education – over 6,000 students annually
• Cataraqui Trail (104 Km) – Strathcona to Smiths Falls
• Planted over 3,000,000 trees since 1983
• Corporate functions – I.T., Finance, HR, Fleet, Facilities, Operations, Communications
• 30 FTEs
CRCA Programs & Services

With a focus on conservation, preservation, restoration and stewardship.

- Conservation Lands
- Operations & Maintenance
- Watershed Planning & Engineering
- Development Review
- Corporate Services
- Communications & Education
- Financial
- I.T
Senior Management Team
Senior Management Team

- Board Reports
- Organizational Review
- Job Descriptions
- Compensation Review

- Budget
- Capital Forecast
- Objectives
- Quality Time
Administration Staff
Administration

- Administrative Support to Full Authority Board
- Records Management
- Freedom of Information Requests
- Staff Administration
- Departmental Support (Development Review)
Administration

• Coordination of Full Authority board, advisory, and ad hoc Committees
• Production for Full Authority and Committee reports, agenda management, and minutes
• Freedom of Information requests
• Archives and document management
• Publication of documents to website
• Support to Cataraqui Conservation Foundation
IT & GIS Staff
IT & GIS

- Office 365
- Flexviewer
- Conservation Authorities Collaborative Information Sessions – Hosted at the Glen House
IT & GIS

- Maps for Lake Reports - 135
- Watershed Report Cards
- Field Collection App
- Forest Therapy Story Map
- Managed Forest Tax Incentive Program Mapping
- Source Water – Assessment Report Database updates
- Conservation Lands mapping improvements – trails, properties

- Development Review database improvements
- Development Review inquiries – 61
- First IT Operational Budget
- Creation of Capital Forecast
- Management of External Data Sharing Agreements – 31
Finance

- Budget Development
- Reserve Management
- Financial Transactions
- Financial Reporting

- Payroll
- Benefit Administration
- Personnel Records
Finance

- New chart of accounts
- Restructured budget with new business units
- Restated 2017 budget in new format for variance reporting
- Prepared 2018 operational budget
- Budget and cashflow model
- Capital Projects

- Prepared new detail sheets
- Mentored an accounting student from St. Lawrence College
- Cross trained Finance Staff
- Ensure staff and volunteers have their mandatory training
Communications

- Flood Forecasting & Warning webpage
- Hike CRCA Challenge
- Lake Reports & webpage
- Launch of Checkfront
- Forest Therapy
Communications

- Capital detail sheets
- Budget input
- Drinking Water Source Protection
- Conservation Area signage
- New look to Conservation Area brochures
- Crafting of flood releases – 50+
- TV, newspaper and radio interviews for flooding, programs and events
- Organization of public programs and events

- Forest therapy Story Map
- Support to Friends groups and the Cataraqui Conservation Foundation
- Growing social media accounts for CRCA, Conservation Areas and Cataraqui Trail
  - Twitter – 3,046 followers
  - Facebook – 4,153 followers
  - Instagram – 436 followers
Education Staff
• 5,372 students from 50 schools at Little Cataraqui Creek Conservation Area
• 644 students from 8 schools at Mac Johnson Wildlife Area
• Total 6,016 students
• 168 in our Summer Camp

• 57 in our Nature Programs for Home & Early Learners
• 20 students in our PA Day Program
• Launched Forest Therapy Program
• Mentored 9 teacher candidates (Feb. & March)
• Partnership with Loving Spoonful GROW program
Completed sale of the Powley house
Bayview Bog property acquisition via Eco-Gifts donation
New conceptual design advanced for the new Nature Centre at Mac Johnson Wildlife Area
Hired new staff and facilitate staffing changes
  • Adam Berkelmans, Cole Spence, Dianne Doyle
  • Retirement of Shannon Fleming
Conservation Lands

- Cataraqui Trail work with Canada 150 grants
- Cataraqui Trail drone video
- Cataraqui Trail fundraising dinner at the Opinicon
- Work-Bee and trail improvements at Mac Johnson Wildlife Area though the Friends
- Thriving native plant nurseries at Mac Johnson Wildlife Area and Lemoine Point Conservation Area
- Tree Days planting events at Mac Johnson Wildlife Area and Lemoine Point Conservation Area
- Successful Maple Madness program and weekend programs
- Hike CRCA brought new attention and users to CRCA Conservation Areas
- Input into the new budget structure to improve clarity
- Capital program 10 year forecast developed
Operations & Maintenance Staff
Operations & Maintenance

- Upgraded Temperance Lake Dam entrance road
- Maintained properties despite challenges of rain and wet terrain
- Build barn swallow nesting structure at Lemoine Point Conservation Area
- Installed new signage at Parrott’s Bay
- Performed localized trail improvements at Conservation Areas

- Supported flood forecasting and warning staff
- Key role in the success and running of the maple madness program
- Support Friends groups at Mac Johnson Wildlife Area and Lemoine Point Conservation Area
Forestry Program
- Planted 130,200 trees through the 50 Million Tree Program on 23 properties
- Conducted survival assessments on properties planted in 2013, 2016 and 2017
  - 97 properties, 492,400 trees
- Sold 5,000 seedlings over the counter to 10 landowners

- Planted over 700 trees at Lemoine Point Conservation Area with community volunteers
- Prepared and updated Managed Forest Tax Incentive Program data:
  - Little Cataract Creek, Lemoine Point and Parrott’s Bay Conservation Area, Mac Johnson Wildlife Area and Bayly Tract
Watershed Planning & Engineering

- Supported new CRCA organizational design, budget
- Managed staff transitions
- Advanced organization of CRCA printed file collection
- Launched the Delta Flood Mitigation Study in the Township of Rideau Lakes
- Repairs to Highgate Creek Channel in Kingston
- Reviewed proposed development for erosion, flooding and stormwater aspects
- Commenced a broader review of water control structures
Flood Forecasting & Warning

- Issued over 50 flood messages to municipalities, stakeholders and the public and conducted multiple media interviews.
- Helped protect life and property during three major floods (inland lakes and streams) and across a sustained period of record Lake Ontario / St. Lawrence River water levels
- Assisted with content for the new flood forecasting and warning webpage
- Worked with the Township of Leeds and the Thousand Islands to host a successful flood management workshop for municipalities
Watershed Science

- Published the Cataraqui Region Lake Assessment Report and Fact Sheets
- Worked with Loyalist Township and the Ministry of Environment and Climate Change to replace a groundwater monitoring well near Amherstview
- Installed a new climate monitoring station at Gould Lake Conservation Area, as part of a Provincial network
- Undertook analyses of regional forest, groundwater, surface water quality, and wetland data for a forthcoming Watershed Report Card
Drinking Water Source Protection

- Supported municipalities and other organizations to continue implementing the Cataraqui Source Protection Plan
- Hosted a successful groundwater source protection workshop
- Issued a Cataraqui Source Protection Plan Annual Progress Report
- Assisted the Cataraqui Source Protection Committee to initiate a review of the Assessment Report and Cataraqui Source Protection Plan
- Provided risk management office services to six municipalities
• 314 planning applications reviewed
• 480 permit applications reviewed (record year)
• 31 enforcement files
• 61 property inquiries
• 90% timing performance rating for plan review
• 99.8% timing performance rating for permitting
Development Review

- Assisted 6 municipalities with input about natural hazards, natural heritage, water quality and quantity.
- Completed a five-year review and update to CRCA regulation guidelines.
- Renewed plan review service delivery agreement with Township of Frontenac Islands, 3 years.
- Prepared first annual timing performance report.
Questions?